

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

NORTHEAST DIVISION

1938 AGRICULTURAL CONSERVATION PROGRAM - - - - - NORTHEAST REGION

PROCEDURE FOR DETERMINATION AND REPORT OF
PERFORMANCEPART I—GENERAL INSTRUCTIONS APPLICABLE
TO ALL FARMS

CONTENTS

	Page No.
SEC. I. The county committee.....	2
SEC. II. Preparation for performance work.....	2
A. Forms to be used.....	2
B. Material for use of Supervisor.....	2
SEC. III. Procedure for supervisor.....	3
A. Supplies needed.....	3
B. The farm visit.....	3
SEC. IV. Determination of acreage.....	3
A. Acreage to be measured.....	3
B. Method of measuring.....	4
C. Acreage to be estimated.....	4
D. Method of making estimate.....	5
SEC. V. Farm maps.....	5
SEC. VI. The supervisor's report of performance.....	5
A. Content of complete report.....	5
B. Preparation of NER-208, report of performance.....	5
C. Preparation of NER-218, field sheet for reporting performance.....	9
SEC. VII. Checking supervisor's report in county office.....	12
A. Submitting report.....	12
B. Entries to be made in Sec. III of NER-208.....	12
C. Entries in Sec. V of NER-208.....	12
1. Yields.....	12
2. Acreage allotments.....	12
3. Commercial orchards.....	13
4. Pasture for payment.....	13
5. Cropland for payment.....	13
6. Columns F and G.....	13
D. Section VI—Soil-building goal.....	13
E. Section IX—Soil-building practices.....	13
SEC. VIII. Failure to plant 80 percent of wheat or tobacco acreage allotments.....	13
SEC. IX. Other Farms in county or State.....	14
SEC. X. Spot checking.....	14

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SEC. I. THE COUNTY COMMITTEE

It will be the responsibility of the county committee to employ the necessary qualified supervisors in making the determination of performance under the 1938 program. The county committee may employ community committeemen or other qualified persons to act as supervisors. No member of the county committee, however, shall be employed as supervisor in determining performance. Persons employed as supervisors in determining performance should be entirely familiar with the provisions of the 1938 Agricultural Conservation Program. It is the responsibility of the county committee to provide the necessary training of persons employed as supervisors in order that they may have a thorough understanding of the duties which they are to perform. The State office shall furnish necessary assistance in training supervisors.

SEC. II. PREPARATION FOR PERFORMANCE WORK

A. FORMS TO BE USED

1. The 1938 work sheet and report of performance, NER-208, will be used in reporting performance on all farms on which performance is to be determined in 1938. Prior to the time performance work is started a copy of this form with Section I filled out and Section II filled out if the data for division of payments are known.

2. Form NER-218, Field Sheet for Reporting Performance, will also be used along with NER-208 and constitute a part of the performance report (a) in all areas where aerial photographs are to be used; (b) for all farms with individual crop or general soil-depleting acreage allotments; and (c) for such other farms and to such an extent as determined by the State committee.

3. Each county office will prepare before field work is started a listing on NER Office Form 55, in accordance with instructions in NER-ADM-86, of all farms on which performance is to be checked (or on such equivalent forms and in accordance with such instructions as are approved in advance by the regional director).

B. MATERIAL FOR USE OF SUPERVISOR

Each supervisor employed in checking performance should be supplied with the following:

1. A copy of NER-200—Revised.
2. A copy of NER-203 and supplements for the State.
3. The latest map, if any, of each farm.
4. A copy of NER-208 properly prepared for each farm.
5. A supply of blank copies of NER-208.
6. A supply of blank copies of NER-218 (where used in accordance with A above).
7. A supply of blank copies of NER-10 or other suitable paper on which farm maps may be made.
8. A tape for measuring, or such other measuring equipment, including wheels and chains as is approved by the State office and the regional director. All measuring equipment should be thoroughly checked for accuracy before being turned over to the supervisor for use.

SEC. III. PROCEDURE FOR SUPERVISOR

A. SUPPLIES NEEDED

The supervisor will obtain from the county office material and supplies specified in Section IIB above. All forms relative to a single farm should be kept in a separate envelope or folder with the serial number of the farm and the name of the operator plainly marked on the outside.

B. THE FARM VISIT

When the farm is visited, the assistance of the 1938 farm operator or his designated representative should be obtained in making the determination of performance on the farm. In no event should the supervisor go onto a farm to determine performance without the knowledge and consent of the owner or operator. In case the owner or operator objects to having the supervisor go onto the farm to determine performance, a note should be made to that effect on the report of performance set aside for the farm, signed and dated by the supervisor, and turned in to the county office. While checking performance on a farm the supervisor will walk over the fields and pasture sufficiently to determine the 1938 crops grown and the practices carried out. Each field should be visited irrespective of whether the acreage of the particular field is to be determined by the supervisor's measurement, aerial photographs, or by estimate.

SEC. IV. DETERMINATION OF ACREAGE

A. ACREAGE TO BE MEASURED (where aerial photographs are not used)

1. On farms with a tobacco, wheat, potato, or general and total soil-depleting allotment, the following acreages will be measured unless a record of accurate measurements previously made is available:

(a) The acreage planted to each soil-depleting crop except wheat for which an individual acreage allotment is established.

(b) The total acreage of soil-depleting crops except where it is evident that the 1938 acreage of depleting crops is not in excess of the total depleting allotment for the farm. In case two or more general depleting crops are grown on the same field, the acreage of the entire field may be measured and the portion of the field occupied by each such crop may be estimated.

(c) On farms with potato or tobacco allotments, the acreage devoted to commercial vegetables in 1938.

2. On farms with no individual crop or general soil-depleting allotments:

(a) The 1938 acreage of tobacco, if any, and the 1938 acreage of potatoes except where such potato acreage is obviously less than 3 acres.

(b) On all farms on which the acreage of soil-depleting crops in 1938 is more than 50 acres and on which the county committee determines there has been adopted any soil-depleting practice which tends to defeat the purposes of the program.

3. On all farms and acreages on which soil-building practices are carried out except—

(a) Where it is apparent from the evidence presented (such as receipts and sales slips of materials purchased) that the quantity of materials applied to a particular field is at least equal to the minimum, and at least 20 percent above or below the maximum, requirement of the practice on the area in such field as estimated by the supervisor, or

(b) Where it is evident that the total units of practices carried out is at least 20 percent in excess of the soil-building goal for the farm, or

(c) Where an acceptable measurement previously made or made in connection with the determination of the acreages of soil-depleting crops as outlined above is available.

B. METHOD OF MEASURING

The producer or his representative should be asked to assist in making field measurements.

The areas of fields will be calculated from the measurements of the sides, diagonals, or other principal dimensions of the actual crop area, excluding uncultivated areas along fences or roads or within crop bounds. In the case of cultivated crops, one-half of the width of the row on the side and $1\frac{1}{2}$ feet on the end beyond the end of average rows should serve as a guide in determining the distance allowed as the outside boundary of the area devoted to the particular crop.

Distances should be measured to the nearest twentieth of a chain. If chains are calibrated in tenths, one-half of a tenth may be estimated.

Determination of field areas by chaining sides, diagonals, or other dimensions, without measuring the enclosed angles, requires that the field be "sized up" very carefully before beginning measuring. First, the shape of the field must be observed and a rough, preliminary sketch made on scratch paper to determine how to measure the field, or, if necessary, how to divide the field into measurable areas.

Under instructions of the State office, supervisors will be trained in the use of measuring equipment and the methods of computing acreages.

Fractions.—Fractions of acres shall be expressed to the nearest tenth of an acre, and fractions in hundredths amounting to five or less shall be dropped, while those amounting to more than five hundredths shall be considered as a whole tenth. For example: 6.12 would be 6.1; 6.15 would be 6.1; 6.16 would be 6.2.

C. ACREAGE TO BE ESTIMATED

1. Make a careful estimate of all crops and land uses, the measurement of which is not specifically required in subsection A (above) of this section IV.

D. METHOD OF MAKING ESTIMATE

A careful estimate involves making a determination of approximate major dimensions and the shape of each field and the comparison of the field in question with other adjacent or adjoining fields, the exact acreage of which is known.

SEC. V. FARM MAPS

The preparation of farm maps is required where aerial photographs are not used in all cases where it is necessary to make measurements for the determination of acreage except for farms for which maps previously prepared are sufficiently accurate and complete and on which 1938 crops can be identified. Maps for other farms will be prepared at the discretion of the State committee. The maps should not, of course, be drawn to scale but should be so drawn as to show the measurements made and the division of all fields by crops and with the approximate correct relationship in size between fields. Each field with permanent or semipermanent field boundaries such as streams, fences, ditches, stone walls, trees, etc., should be indicated. Identify fields by capital letters A, B, C, D, etc. Indicate field subdivisions as A-1, A-2, A-3, etc., where two or more crops are grown on the same field. If there is likely to be any confusion of field numbers with other figures entered on the map, the field number should be circled.

SEC. VI. SUPERVISOR'S REPORT OF PERFORMANCE

A. CONTENT OF COMPLETE REPORT

A complete report of performance turned into the county committee by the supervisor shall consist of the following:

1. A copy of NER-208.
2. A map of the farm where required pursuant to section V above, or an aerial photograph showing all measurements made and on which the fields and 1938 crops have been identified.
3. A copy of NER-218 for farms where used.
4. Field notes showing the computations of acreages from measurements made and any special data or recommendations relative to the determination of performance on each farm.

B. PREPARATION OF NER-208, REPORT OF PERFORMANCE

1. **Section I. Names and Addresses of Producers Sharing in Payment.**—Particular care should be exercised by the supervisor at the time performance is determined to verify the names and addresses of persons previously entered in this section by the county office and to make sure that the names and addresses of any additional persons who are entitled to share in the payment for the farm to which the report of performance relates are entered in this section. Care should be exercised also to make sure that the names entered in Section I are exactly the same as they will appear as signatures on the application for payment.

2. Section II. Division of Payment.—Wherever applicable, it will be necessary to provide for another column in this section in which division of the wheat payment may be indicated.

For every farm the supervisor will enter in columns A, B, C (and E for wheat) opposite each producer's name a figure showing such producer's percentage share of the acreage of tobacco, potatoes, wheat, and general depleting crops, respectively, grown on the farm in 1938.

Enter in column D of Section II opposite the name of each producer listed in Section I a percentage figure which represents the proportion which each such producer contributed to the total soil-building practices carried out. Each person contributing to the practice carried out on a particular acreage shall be deemed to have contributed equally to the units of such practice, unless such persons establish to the satisfaction of the county committee that their contribution was not equal, in which event such units shall be divided in the proportion that the county committee determines each such person contributed thereto.

3. Section III. Utilization of Land.—The following instructions with respect to entries in column C of this section will apply in all cases except that where NER-218 is also used no entries need be made by the supervisor on lines 1 to 23, inclusive, of column C. Where NER-218 is used, entries in column C for these lines will be made in the county office.

Lines 1-15.—Enter on lines 1-15 in column C the actual 1938 acreage of all soil-depleting crops on the farm in 1938, including grain seeded in the fall of 1937 for harvest in 1938 and inserting on lines 13, 14, and 15 the names and acreage of any soil-depleting crops not listed elsewhere. In the case of grain crops it should be indicated by the letters "sd." or "n. s." in column A following the name of such crop whether the land occupied by the crop was or was not seeded to legumes and grasses. In the case of grain crops grown as a nurse crop it should also be indicated in column A following the name of the crop whether the grain was cut for hay or for grain. In the case of a soil-depleting crop interplanted in an orchard, this fact should be indicated by a suitable notation such as "int." following the name of the crop in column A. In the case of two or more soil-depleting crops grown consecutively on the same land, enter the acreage of each such crop and circle the acreage of all except one of such crops. The acreage of the uncircled crop will determine the land classification for 1938 and such acreage will be determined in accordance with the provisions of Section XIII of NER-200, Revised.

Line 16.—Enter on this line the total of the uncircled entries on lines 1-15, inclusive.

Lines 17-23.—Enter on these lines the acreage of all non-depleting cropland uses. Enter on one of these lines the acreage of non-commercial orchard, if any, on the farm. **Circle** any acreage of legumes and grasses seeded with or following a soil-depleting crop harvested in 1938 and **circle** the acreage of any green manure crop following a soil-depleting crop.

Line 24—Commercial Orchards.—For orchards not interplanted with a soil-depleting crop, enter the total area of the orchard on line 24, column C, and circle the entry. **For orchards interplanted**

with a soil-depleting crop, enter the total area on line 24 (a), column A; enter the area and name(s) of the interplanted crop(s) on line 24 (b), column A; and enter the net area on line 24, column C, as a circled figure.

Line 25—Total Cropland.—Enter on this line in column C the total of the uncircled entries in lines 16–23, inclusive.

Line 26.—Enter on this line in column C the acreage of fenced non-crop open pasture found on the farm in 1938 which will carry at least one animal unit for each five acres.

Line 27.—Enter here the acreage of all other pasture land not included in the entry on line 26.

Line 28.—Enter here the total woodland acreage not included in the entry on line 27.

Line 29.—Enter here the acreage of any other land on the farm not classified as cropland, woodland, or pasture.

Line 30—Total Land in Farm.—The figure entered here should be the total of the entries on lines 25 to 29, inclusive, plus the circled orchard entry on line 24.

4. Section IV—Location of Farm.—This section should have been completed by the county office. However, in case the farm has not been visited previously this year, the information in this section should be verified by the supervisor and corrected if necessary.

5. Section V—Payment for Full Performance.—No entries will be made in this section by the supervisor.

6. Section VI—Soil-Building Goal.—No entries will be made in this section by the supervisor.

7. Section VII—Livestock.—*Line 1.*—Enter on this line in the blank column after the word “cows” the number of dairy cows on the farm at the time performance is checked. In this connection a dairy cow is interpreted as meaning any cow which has been milked at any time during the preceding twelve months. Enter also on this line immediately after the word “cows” the *usual* number of dairy cows on the farm, which is interpreted to mean and should represent as nearly as can be determined the average number of dairy cows on the farm during the five-year period 1933–1937, omitting any years in which the number was abnormally high or abnormally low. The entries for other items in this section should be made to an extent and as specified by the State committee.

8. Section VIII.—In case no previous contact has been made with the farm in 1938, the name of “present legal owner” and the name of “1937 farm operator” should be entered in this section, or if previously entered by the county office, such entries for these items should be verified at the time of checking performance.

9. Section IX—Soil-Building Practices.—(a) **Entries for Section IX.—Column A.**—Enter in column A the number of the practice listed in the State bulletin NER-203 which identifies the practice described in column B.

Column B.—Enter in column B of this section a comprehensive description of the approved practices carried out on each field. In the case of practices involving the application of lime, fertilizer, or seeding materials the description should show the kind, analysis, and total amount of such material applied and also the name of the crop in connection with which such material is applied. For example, if 7,350

pounds of ground limestone are applied in connection with a clover or timothy seeding with oats as a nurse crop and cut for grain, the description of the practice might be as follows: "7,350 lbs. ground limestone, 43% total oxides, 95% thru 20 mesh screen, with oats for grain seeded with clover and timothy." If in any area, lime can be identified by a registered brand name with a known analysis, it would be sufficient, if authorized by the State office, to describe the lime used by recording only the brand name. In the case of an application of a complete fertilizer with a new seeding with a nurse crop harvested for grain, the description should read: "5,250 lbs. of 4-12-4 with oats for grain seeded with clover and timothy." In all cases where practices are carried out in connection with the seeding of legumes and grasses with grain as a nurse crop, the description of the practice should show whether such grain crop was harvested for hay or for grain. In the case of the application of any materials sufficient data should be recorded so that the county and State office will readily be able to determine the kind and analysis.

Column C.—Enter in column C of Section IX the number of acres on which the practice was carried out. For example, if superphosphate was applied to pasture land, there would be entered in column C the number of acres of pasture to which the superphosphate was applied.

Column D.—Enter in this column the field letter (A, B, C, D, or A-1, A-2, A-3, etc.) by which the field or fields on which each practice is carried out is identified on the farm map and on NER-218 (if used).

Column E.—The entries, if any, for this column will have been made previously.

Column F.—If required by the State office, enter in this column for each practice the number of units of credit earned by each practice carried out. This column should be totaled to show the total number of units of practice carried out on the farm. If the supervisor makes any entry in this column, he should definitely inform the farmer the units of credit entered are not final but are subject to the approval of the county committee.

(b) **Evidence required and Suggested Methods for Determining Performance of Particular Practices.**—It is suggested that the State offices issue supplementary instructions for supervisors with respect to particular evidence to be required and the methods of determining performance of individual soil-building practices approved for the State.

In all cases with respect to practices which require prior approval of the county committee the supervisor should be furnished with a copy of the description of the practice as approved by the county committee in order that he may determine whether the practice was carried out in accordance therewith.

In the case of practices carried out with labor or materials more than half of which are furnished by a State or Federal agency other than the Agricultural Adjustment Administration, such practices will be listed as outlined in A above and a notation made in column B showing the name of the agency supplying the material and the amount furnished; except that in such an event there will be no credit earned and consequently no units of credit should be entered in

column F, and also in such event the supervisor will enter in column B the phrase, "more than half furnished by ——— Agency," naming the agency. In the event that a portion, but less than half, of the labor and materials used in carrying out a practice are furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the credit otherwise earned will be allowed and consequently one-half the regular credit for carrying out the practice should be recorded in column F, and in column B should be recorded the phrase "less than half furnished by ——— Agency," naming the agency.

In all cases where all or a portion of the labor or materials is furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the supervisor's report should carry a statement showing the amount of such material furnished and the name of the agency furnishing the material. In the case of material furnished by the Soil Conservation Service, the share furnished should be verified by the county committee by information submitted to them by the Soil Conservation Service on Form ACP-74.

10. Section X.—There should be recorded in this section on the lines provided after the report of performance is completed, the *signature* of the operator or other person who, representing the operator, assisted the supervisor in determining performance on the farm and the signature of the supervisor who checked performance on the farm. There should also be recorded in this section on the line provided the date or dates of determining performance on the farm to which this report of performance relates.

C. PREPARATION OF NER-218—FIELD SHEET FOR REPORTING PERFORMANCE

It should be noted that this form is so arranged as to provide for totals at the bottom of the vertical columns of the acreage of each crop, as well as total cropland on the farm, and also to provide for totals horizontally from right to left in column 2 of all crops in each and all fields on the farm, the individual acreages of which are to be recorded for each field in the proper columns.

The small squares in each block are to be used where more than one crop is grown in the same field for entering the field subdivision numbers in the proper crop column to identify the crop grown in such field subdivision. The wide horizontal columns, 1 to 11, are for recording the acreage of each crop in a given field.

1. The following entries will be made in vertical columns 1 to 20, inclusive:

Column 1.—Enter here the field letter A, B, C, or D, etc., which will identify each field as designated on the map of the farm or aerial photograph. A field is interpreted to mean any area of cropland or open non-crop pasture with permanent or semi-permanent boundaries, such as fences, streams, ditches, the edge of woods, etc. Open non-crop pasture will not, however, be entered on NER-218 but will be entered by the supervisor on line 26, column C, Section III, of NER-208.

Where aerial photographs are being used for the first time and where farm maps have not previously been made, the field letters

will be assigned by the supervisor, otherwise the field letters previously assigned should be adhered to as far as possible.

In case two or more crops are grown on the same field in 1938, the area devoted to each crop should be identified and be recorded as subdivisions of the field. For example, if both corn and potatoes are grown on field A in 1938, the subdivision should be shown on the map and on the form as A-1 and A-2. The "1" and "2," however, should not be entered in column 1 but in the small square in the vertical column under the name of the crop to which that particular subdivision of field A is devoted.

Column 2—Acres.—Except where the acreage of fields is later to be determined in the office from aerial photographs, the acreage of each field will be determined by the supervisor and entered opposite the field letter in column 2. The total of this column will show the total acreage of cropland in the farm.

Columns 3-12, inclusive.—Enter in these columns the actual 1938 acreages of soil-depleting crops and land uses on the farm, including grain seeded in the fall of 1937 for harvest in 1938, inserting in blank spaces at the top the names of crops which are not listed.

In case two or more soil-depleting crops are grown consecutively on the same field or subdivision, only one of such crops should be counted in the acreage totals for each crop vertically and in the field total horizontally, except as provided herein, and the acreage figure for the other crop should be entered and **circled**. If a crop for which an individual acreage allotment is established is harvested in 1938 on land devoted also in 1938 to a general soil-depleting crop, the acreage of the general crop should be **circled**. In case the crop for which an individual acreage allotment is established does not reach maturity and is followed by a general soil-depleting crop which reaches maturity, enter in the proper column and **circle** the acreage planted to the crop for which such allotment was established, and enter in the proper column without circling the acreage of such general soil-depleting crop.

If a soil-depleting crop for which an individual acreage allotment is established is followed by another such crop both acreages should be entered and the second crop enclosed in a **square** instead of a circle; except in the case of second crop potatoes, the acreage of such second crop should be entered in the same block and **circled**. A note of explanation should be made on the back of the report in such a case. In case commercial vegetables are followed on the same land by commercial vegetables, enter both acreages one above the other in the same block and **circle** all second or more of such crops.

In the case of all circled entries or entries made in a square, the supervisor will make a note on the back of the form fully explaining the entry so that the county committee may later determine just what occurred on the field and why the entry was circled or squared.

Column 13.—Enter here the total acreage of soil-depleting crops which should be the total of uncircled entries in columns 3 to 12, inclusive, for each field.

Columns 14-19, inclusive.—Enter in these columns all non-depleting cropland uses called for in the column headings. **Circle** all acreages of legumes and grasses seeded with or following a harvested soil-depleting crop.

Columns 18 and 19.—Use these columns for any other non-depleting uses of cropland not listed previously. Enter in one of these columns the acreage of cropland not devoted to any 1938 crop use including the difference between the total area of a given field and the area of such field actually devoted to a row crop, such as head lands, small wet portions of the field, etc., in order that all items in each horizontal column will total the entry in vertical column 2. Use one of these columns for recording acreages of green-manure crops. If the green-manure crop followed a depleting crop, circle the entry for the green-manure crop. Enter in one of these columns any non-commercial orchard acreage. If such orchard is interplanted with a soil-depleting crop, circle the total acreage covered by the orchard and enter in the same column, as an uncircled figure, the net orchard area which is the difference between the total area and the area occupied by the interplanted crop. The acreage of the interplanted crop will be entered in the proper column for that crop as an uncircled figure.

Column 20—Commercial Orchards.—In the case of commercial orchards interplanted with a soil-depleting crop, enter and **circle** the total acreage covered by the orchard January 1, 1938, in the proper column opposite the field letter identifying the orchard and enter also in the same block the total orchard acreage minus the acreage of any such interplanted soil-depleting crop. Enter the acreage of the interplanted crop in the proper block to be included in the total acreage of such crop and in the total of depleting crops. In case there is no interplanted soil-depleting crop in the orchard, enter the entire orchard acreage as an uncircled figure. No entry in column 20 should be added horizontally into the total in column 2.

2. Column totals.—(a) **Horizontal columns.**—For each field enter in vertical column 13 the sum of the entries in vertical columns 3 to 12, inclusive, entering as separate totals the sum of the circled and uncircled entries, respectively, and circling the sum of the circled entries. Do not include in any column total any circled entry which appears in the same block with an uncircled entry.

For each field, enter in vertical column 2 the sum of the entries in columns 13 to 19, inclusive, entering as separate totals the sum of the circled and uncircled entries, respectively, and circling the sum of the circled entries. Do not include in any column total any circled entry which appears in the same block with an uncircled entry.

(b) **Vertical columns.**—In horizontal column 12 enter the total of each vertical column 2 to 20, inclusive. Enter as separate totals the sums of the uncircled and circled entries in each column and circle the sum of the circled entries. In the case of entries surrounded by a square instead of a circle, enter the total of such entries as a separate figure (in a square) in horizontal column 12. Do not include in any column total any circled entry which appears in the same block with an uncircled entry.

When each vertical column has been added, the sum of the uncircled entries in vertical column 2 will represent the total cropland in the farm; the sum of the uncircled entries, plus any entries entered in squares, in vertical column 13 will represent the total soil-depleting crops. The sum of the circled entries and the sum of the un-

circled entries, respectively, in vertical column 2 should equal the sum of the circled entries and the sum of the uncircled entries, respectively, in horizontal column 12, vertical columns 3 to 19, inclusive.

SEC. VII. CHECKING SUPERVISOR'S REPORT IN COUNTY OFFICE

A. SUBMITTING REPORT

All completed reports of performance should be mailed or delivered to the county office at the end of each day during the first week supervisors work and thereafter as instructed by the county office at intervals not to exceed a week. When the supervisor's report is submitted to the county office, all data contained in the report, including supplementary notes and computations of acreage from measurements made, should be carefully checked by the county office for accuracy.

B. ENTRIES TO BE MADE IN SECTION III OF NER-208

(Applicable only in counties and for farms where NER-218 constitutes a part of the Report of Performance)

The county office will enter in column C of Section III the total acreage of each crop on the farm as reported by the supervisor on form NER-218. Such total acreage figures for each crop will be obtained from horizontal column 12, vertical columns 3 to 19, inclusive, of NER-218, and will be the uncircled figure in each case. The circled items in horizontal column 12 of NER-218 should be transferred to the left-hand margin of Section III of NER-208 opposite the name of the crop. The entries for line 16, Section III, column C, will be taken from vertical column 13, horizontal column 12, of NER-218. The entry for line 25, Section III, column C, of NER-208, will be taken from vertical column 2, horizontal column 12, of NER-218, and will be the uncircled figure. If any figure appears in a "square" instead of a circle in horizontal column 12, transfer such figure to the left-hand margin of Section III of NER-208 and enclose it in a square. In transferring circled figures from NER-218 to NER-208 be sure to enclose them in a circle on NER-208.

C. ENTRIES IN SECTION V OF NER-208

1. Yields.—Record in column A the final adjusted yield for tobacco, potatoes, and wheat, respectively. These yields will be obtained from NER-206. If, on NER-206, weighted average rates per acre were computed, the adjusted yield may be computed by dividing the rate per acre by payment per bushel, or per pound, as the case may be; that is, 1¢ per pound for tobacco, 3.6¢ per bushel for potatoes, and 12¢ per bushel in the case of wheat.

2. Acreage Allotments.—If it is not done prior to this time the county office should now record in column E, Section V, the final soil-depleting acreage allotments for the farm and other acreage items used in computing maximum payment, but it is *not* necessary to compute any payments.

3. Commercial Orchards.—At this time the acreage of commercial orchards entered in column B and used in computing the preliminary payment for the farm should be verified and a different figure entered in column E for commercial orchards if necessary. The acreage of commercial orchards entered on line 7, column E, of Section V should agree with the circled acreage of commercial orchard reported by the supervisor on line 24 of Section III, column C.

4. Pasture for Payment.—Likewise the acreage of pasture for payment entered on line 8, column B, of Section V should be verified. The entry on line 8, column E, of Section V should represent the number of acres of fenced open non-crop pasture as reported by the supervisor on line 26, column C, of Section III in excess of one-half the total cropland figure reported by the supervisor on line 25, column C, of Section III.

5. Cropland for Payment.—It will not be necessary to verify or recompute this entry, since the total acreage of cropland will be entered on the application and the acres for payment will be computed in Washington.

6. Columns F and G.—It is only necessary to enter in column F, line 3, the per acre rate for commercial vegetable farms; other rates will be computed in Washington. Neither is it necessary to compute entries for column G.

D. SECTION VI—SOIL-BUILDING GOAL

It is not required that this item be verified or recomputed unless the State committee so directs.

E. SECTION IX—SOIL-BUILDING PRACTICES

The county office will check carefully the description and extent of each approved soil-building practice carried out as reported by the supervisor in this section and verify the supervisor's entries in column F with respect to the number of units of credit earned with respect to each and all practices carried out. The number of units of credit recorded by the supervisor for soil-building practices carried out with labor and materials furnished in whole or in part by a State or Federal agency, other than the Agricultural Adjustment Administration, should be checked against any record of materials furnished by any such agency, and in the case of the Soil Conservation Service the amount and proportion of such material furnished will be determined on the basis of the information submitted by the Soil Conservation Service on Form ACP-74.

SEC. VIII. FAILURE TO PLANT 80 PERCENT OF WHEAT OR TOBACCO ACREAGE ALLOTMENTS

In the case of farms on which the 1938 acreage of tobacco or wheat is determined to be less than 80 percent of the wheat and tobacco acreage allotments, respectively, if such failure with respect to tobacco is due to flood, drought, or plant-bed disease or if with respect to wheat such failure was due to flood or drought this fact should be reported by the supervisor in the notes turned in by him as a part of the report of performance for the farm.

SEC. IX. OTHER FARMS IN COUNTY OR STATE

A. OTHER FARMS IN THE COUNTY

It is required that if a person has the right to receive all or a portion of the crops or proceeds therefrom produced on more than one farm in a county and makes application for payment with respect to one of such farms, such person must make application for payment with respect to all such farms which he operates or rents to other persons. When the supervisor visits a farm, he should record on the back of **NER-218** or on a form provided by the State office the serial number, if known, and location of each other farm in the county in which each producer, who will be entitled to a share in the payment on the farm covered by the particular **NER-218**, has an interest as owner or operator. At the time of the farm visit the supervisor will verify this information and record full information with respect to such other farms as have not already been recorded by the county office. The farms which should be cross-referenced are as follows:

1. Each other farm which the producer owns or operates.
2. Each other farm owned by the producer and rented to another on shares.
3. Each other farm which the producer rents on shares from another.
4. Each other farm on which the producer share-rents one or more fields.
5. Each other farm owned by the producer which is rented for cash to another producer and on which the owner has contributed to the expense of carrying out any approved soil-building practice.

Under this provision it will be necessary that performance be checked and report of performance be filed for each such other farm and that the producer file an application for payment on each such other farm.

B. OTHER FARMS IN THE STATE

If required by the State committee, each producer shall also file with the county committee a report of performance and an application for payment with respect to any other farm in the State in connection with which he has the right to receive all or a portion of the crops or the proceeds thereof. Under such requirement the serial numbers and location of such other farms in the State will be cross-referenced on the back of **NER-218** (or on another form provided by the State office) in accordance with paragraph A above.

SEC. X. SPOT-CHECKING

The State office will be responsible for spot-checking the work of local supervisors in order to determine that performance under the 1938 program is being checked by supervisors in accordance with applicable instructions and approved methods for checking performance. The persons designated to do spot-checking will spot check at least two percent (in no event less than one farm) of the farms on which

performance is reported by each local supervisor who has had experience in previous programs and at least three percent (in no event less than one farm) of the farms on which performance is reported by new supervisors with no previous experience. No payment will be made for the services of the supervisor until a report of performance submitted by him has been spot-checked and a spot-checking report made. This report will be made on NER Office Form 22, in quadruplicate, and distributed as specified on the form.

The first farm spot-checked for which a report of performance has been turned in by a particular supervisor and at least half of the total number of farms spot-checked in the county will be selected at random from the files. The spot-checking of a farm should include a check of the activity of the local supervisor in making the original determination of performance sufficient to determine the degree of completeness and accuracy of such original check. A spot-checker should measure a sufficient amount of acreage which had previously been estimated and measured by the supervisor to make sure his estimates and measurements are reasonably accurate. The findings of the spot-checker are final, subject only to appeal to the State Committee.

Issued July 12, 1938, with the approval of the Administrator of the Agricultural Adjustment Administration.

[Signed] A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTHEAST DIVISION

1938 AGRICULTURAL CONSERVATION PROGRAM

NORTHEAST REGION

[NOT APPLICABLE IN NEW JERSEY]

PROCEDURE FOR DETERMINATION AND REPORT OF
PERFORMANCE

PART II—USE OF AERIAL PHOTOGRAPHS AND
MAPS IN DETERMINING PERFORMANCE

TABLE OF CONTENTS

	Page
SECTION I. Purpose of aerial photographs and farm maps.....	1
II. Materials to be used.....	2
A. Photographs.....	2
1. Scale.....	2
2. Zones.....	2
3. Net area of the photographs.....	2
B. Photo indexes.....	2
III. Selection and training of supervisors.....	3
IV. Identification of farms on the photograph.....	3
A. Method.....	3
B. Indicating farm boundaries.....	3
1. Identification arrows.....	3
2. Numbering of farms.....	4
3. Extent of boundaries.....	4
4. Farm lying on two or more photographs.....	4
C. Indicating field boundaries.....	4
1. Permanent field boundaries.....	4
2. Subdivisions.....	4
D. Small areas.....	5
1. Cropland not devoted to crops.....	5
2. Waste land.....	5
E. Recording farm and field data.....	5
1. Record of farms identified.....	5
2. Recording field letters on NER-218.....	5
V. Determination of acreage.....	6
A. Method.....	6
B. Recording acreage on NER-218.....	6
C. Operation of planimeters and rotometers.....	6
1. Instructions for use.....	6
2. Recording of readings.....	6
3. Correction factors and scale tables.....	6
VI. Care of photographs.....	7
A. In the office.....	7
B. Handling in the field.....	7
C. Marking on photographs.....	7
VII. Farm maps.....	7
VIII. Equipment needed in counties using photography.....	8
A. In county offices.....	8
B. Supervisor's supplies in field.....	8

SEP 1 1938

The following instructions set forth the procedure to be followed in using aerial photographs for determining performance under the 1938 Agricultural Conservation Program.

Committeemen, as well as supervisors and other county office employees, should have a complete understanding of the 1938 program and should be thoroughly familiar with these instructions as well as the instructions contained in NER-219—Part I, Procedure for determination and report of performance.

SECTION I. PURPOSE OF AERIAL PHOTOGRAPHS AND FARM MAPS

The purpose of using aerial photographs and farm maps is to make possible the accurate determination of the acreage of each crop and land use and of each soil-building practice carried out under the 1938 and subsequent programs. It is therefore extremely important that any process involving the preparation, handling, and use of the photographs and maps be performed in a manner and with sufficient care and accuracy to accomplish the purpose for which these materials are being supplied.

SECTION II. MATERIALS TO BE USED

A. PHOTOGRAPHS

1. **Scale.**—The photographs available for use by the county office are enlargements at a scale of approximately 660 feet to the inch. In some cases there may be a departure from this scale to some extent, in which case the scale used will be shown. At the scale of 660 feet to the inch, one square inch on the photograph is equivalent to 10 acres on the ground.

2. **Zones.**—In many cases the photographs are divided into two or more zones each of which will have an individual scale or correction factor. The zone lines are drawn on the face of each photograph in blue ink and the scale of the zone or the correction factor for each zone is indicated within the boundaries of the zones of every photograph.

3. **Net area of the photographs.**—The State office has also indicated on the face of every enlargement boundary lines outlining the net area within which measurements and tracings for farm maps should be made. The boundary lines divide the overlapping areas of adjoining photographs in equal parts and are indicated on the enlargement by red lines.

B. PHOTO INDEXES

Each county office is furnished photo-indexes at the approximate scale of 1 inch equals 1 mile, or 2 inches equals 1 mile. These indexes will show by means of serial numbers the relative location of photographs in the county. The index will also serve to locate the photograph on which any particular farm appears, by the study of the location of highways, towns, railroads, streams, etc.

Upon receipt of photographs and indexes from the State office, the county office should check the letters of transmittal and return a signed copy of each such letter to the State office.

SECTION III. SELECTION AND TRAINING OF SUPERVISORS

The selection and proper training of supervisors in counties where aerial photographs or maps made from aerial photographs are to be used is extremely important. The training of supervisors, including those persons who will make the determination of acreage in the county office from the farm map or photograph will be conducted by qualified persons from the State office. Such training will include:

- A. General instructions with respect to the use of forms and applicable provisions of the 1938 program.
- B. Special instructions concerning the use, in the field and in the office, of aerial photographs.
- C. Actual practice in the method of indicating field and farm boundaries on the aerial photograph.
- D. Actual practice in determining performance on one or more farms.
- E. And for those persons who are selected for the work, special instructions relative to the operation and use of the planimeter and the rotometer.

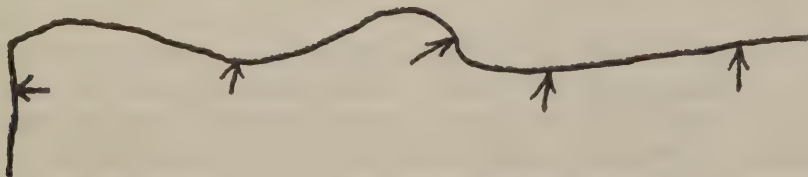
SECTION IV. IDENTIFICATION OF FARMS ON THE PHOTOGRAPH

A. METHOD

Wherever possible each participating farm should be identified accurately on the photograph before the supervisor takes the photograph to the field. This may be done by supervisors, committeemen, the county agent, or others who are most familiar with the farms in the area covered by the photograph. The supervisors will identify all remaining participating farms on the photographs in the field while checking performance. Whether the farms are identified in the field or in the office, it will be necessary in each case for the supervisor to obtain the assistance of the farmer or his representative to determine the areas devoted to each 1938 crop and land use on the farm.

B. INDICATING FARM BOUNDARIES

1. **Identification arrows.**—Farm boundaries should be indicated in red by small arrows placed inside of and at right angles to the boundary line and with the points just touching the line, thus:



A sufficient number of arrows should be used to definitely indicate the boundary line but do not use more than is necessary. When a boundary line is indefinite, a broken line shall be used. These lines

do not require the small red arrows. Where boundary lines lie within a shadow, the supervisor should carefully identify and indicate the line on the photograph.

2. Numbering of farms.—A number in red color for each farm should be placed on the photograph with small clear figures encircled. The number should be placed approximately near the center of the farm in a position where it will not interfere with the identification of fields. The farms should be numbered 1, 2, 3, etc., on each photograph starting in the upper left-hand corner of the photographs and lettering left to right as far as possible to make it convenient for finding numbers. The name of the farm owner or operator should also be placed within the boundary of the farm in a position where it would not interfere with identification of field boundaries.

3. Extent of boundaries.—Farm boundaries need be indicated only to the extent necessary for the determination of performance. In woodland or other uncultivated areas, other than noncrop open pasture land, the exact location of farm boundaries is not essential to the program and may be shown approximately.

4. Farm lying on two or more photographs.—In some cases a farm will be too large for all of the farm to appear within the net area of one photograph. The farm number should be placed on the photograph where the larger portion of the farm appears. The smaller portion of the farm should be identified on the adjacent print and within the boundaries of this small portion should be placed the number of the farm and the number of the photograph on which the larger portion of the farm appears, thus: Photo No. 169, Farm No. 5. In cases where only a small portion of the farm lies outside the net area, it will be permissible to identify such small portions outside the net area lines.

C. INDICATING FIELD BOUNDARIES

1. Permanent field boundaries.—Every field having permanent boundaries such as fence lines, hedgerows, tree lines, streams, edges of woods, etc., should be identified by small blue arrows in the same manner as the farm boundaries were identified with small red arrows. A letter should be inserted near the center of each of these permanent fields with blue pencil, using printed capital letters, as A, B, C, D, etc.

2. Subdivisions.—The portion of a field devoted to each crop on a farm in 1938 constituting a subdivision of the field should, in case the boundary line between crops can easily be identified on the photograph, be indicated by a broken line drawn by a sharp pointed blue pencil.

Wherever actual field or crop divisions for 1938 cannot be identified on the photograph or where field subdivisions in 1938 are not the same as when the photographs were taken, the supervisor should make sufficient ground measurements, from features which can be identified on the photograph, to determine the location of the correct 1938 crop subdivisions accurately. In this event a rough sketch map showing the measured distances and the points between which such measurements were made should be drawn and turned in with the report of performance for the farm.

Each field subdivision should be lettered for identification as illustrated by the following: Permanent field A is divided into three subdivisions on the basis of 1938 crops such as corn, potatoes, and wheat. Such subdivisions should be identified by A-1, A-2, and A-3.

D. SMALL AREAS

1. **Cropland not devoted to crops.**—In order to obtain accurately the acreage of soil-depleting crops for which acreage allotments are established, it will often be necessary to make a deduction from the total area of the field for strips of cropland within fields, probably along the border, which are not actually devoted to such crops. An example of such an area is a headland used for turning at the end of the rows. In such cases the supervisor will determine the average width of such unused areas and indicate on a rough sketch map of the field the approximate location and the measured width and also the length, if the length cannot be determined directly from the photograph. Make explanation in notes.

2. **Waste land.**—In some cases there will be small areas of non-crop, untillable, or waste land within the boundaries of a field, such as groups of trees, rock outcroppings, sink holes, lanes, buildings, etc. If such areas can be identified on the photograph, the boundaries of such areas should be indicated by the supervisor by a solid line with a sharp-pointed blue pencil. The letter W should be placed within the boundaries of the area. In case such areas cannot be identified on the photograph, their approximate location should be indicated by the supervisor on a rough sketch map of the field. Where possible, the dimensions of the areas of waste land should be indicated on the sketch map. However, in the case of small irregular areas the acreage of which would be difficult to compute from any dimensions given, a careful estimate of the area from measurements made by the supervisor should be recorded on the sketch map and explained in notes.

E. RECORDING FARM AND FIELD DATA

1. **Record of farms identified.**—A record should be kept by the supervisor on a form provided by the State office of each farm identified on each photograph, showing the number assigned to the farm on the photograph, the location, the names of the owner and operator, and the serial number of the farm.

2. **Recording field letters on NER-218.**—The letter assigned to each field and crop subdivision on the photograph should be recorded on NER-218 by the supervisor. Letters A, B, C, D, etc., identifying fields with permanent boundaries should be entered in column 1 of NER-218. If field A is devoted in 1938 simultaneously to three crops, corn for grain, potatoes, and wheat, identified on the photograph as A-1, A-2, and A-3, the numbers 1, 2, and 3 should be entered in the small squares opposite the field letter A in vertical columns 5, 3, and 7, respectively. In cases where it is necessary for the supervisor to draw a sketch map showing areas of unused cropland or waste land within boundaries of the field in accordance with D-1 and 2 above, a notation should be made by the supervisor, such as "See map" or "See notes" in the space on NER-218 in which the field is identified.

SECTION V. DETERMINATION OF ACREAGE

A. METHOD

The acreage of fields and the acreage of 1938 crops will be determined in the county office by the use of planimeters or rotometers from the photograph on which 1938 crops have been identified, and after the report of performance, including sketch maps and notes, has been turned in by the supervisor. This work will be done by persons trained in the operation of planimeters and rotometers and in the computation of acreages by this method.

B. RECORDING ACREAGE ON NER-218

The acreage of each field and each 1938 crop or field subdivision as determined from the photograph should be recorded in the proper column on NER-218. The acreage of the entire field should be recorded in column 1 opposite the field letter which identifies the field, and the acreage of each subdivision should be recorded in the column headed by the name of the crop to which each such field subdivision is devoted. The planimeter or rotometer operator in recording the acreage of any particular crop should first deduct and enter in column 19 or 20 for the field the area of any portion of the field which, according to the supervisor's report, is not actually devoted to the crop in question. For example, if the total area of field A is determined to be 10 acres and within the boundary of field A there is 0.3 acre of waste land, the figure to be entered for field A in column 2 should be 9.7 acres. If the acreage of field B devoted to potatoes is determined to be 5 acres and the report of the supervisor indicates that headlands and other unused strips of cropland within the field comprise 0.3 acre, the figure to be entered for field B in column 2 is 5 acres; but the acreage of potatoes entered in column 3 should be 4.7 acres. The difference between the total area of the field and the area of the potatoes, which in this case is 0.3 acre, should be entered in column 18 or 19. In cases of field subdivisions such as B-1 or B-2, the figure 1 or 2 should also be entered in the space provided in columns 18 or 19 the same as in the column headed by the crop grown on the subdivisions to indicate the field subdivision from which the area of unused cropland was deducted. (See also section VI—C of NER-219—part I.)

C. OPERATION OF PLANIMETERS AND ROTOMETERS

1. **Instructions for use.**—Operators will follow carefully the instructions issued by the State office with respect to the operation and care of these instruments. Care and precision in the use of these instruments cannot be overemphasized.

2. **Recording of readings.**—The operator should record the readings as obtained on Form No. A. F. S.-1 and should compute the differences and acreages as indicated on the form.

3. **Correction factors and scale tables.**—Correction factors or scale tables applicable to the county will be supplied each county office

by the State office. These factors or tables should be used in accordance with instructions accompanying them in making all acreage determinations.

SECTION VI. CARE OF PHOTOGRAPHS

A. IN THE OFFICE

Care should be exercised in the handling and use of photographs in the office in order that they may be effectively used over an extended period of time. Adequate provision should be made for filing the photographs and index maps in the county office when not in use. Photographs should at all times be protected from moisture and direct sunlight and should never be rolled or folded. Some person in the county office should be made responsible for the safekeeping of photographic materials and an accurate record should be kept of all instances where photographs are taken from the office by a supervisor or other persons for use in the field. All photographs are the property of the Agricultural Adjustment Administration and should be used only in connection with the programs administered by the Agricultural Adjustment Administration and should not be loaned to private individuals or other agencies.

B. HANDLING IN THE FIELD

A light but rigid board to which the photograph may be fastened, forming a smooth flat surface, should be used by the supervisor in working on photographs in the field. Veneer board, masonite, celotex, or similar material is considered satisfactory for this purpose. Photographs while not in actual use should be kept in a suitable case or box. A waterproof cover, such as oilcloth or other suitable material, should be fastened to the board for protection of the photograph against weather and other damage. The photograph should at all times be kept flat and should never be rolled, folded, or cracked.

C. MARKING ON PHOTOGRAPHS

Use should be made only of pencils designated by the State office ("Winner," "Unique," or Scripto," or other thin lead) for marking on photographs. No marks and notations other than boundary lines, letters, and figures as specifically authorized herein should be made on photographs. Pencils must be kept sharp. If one end of the pencil is sharpened to a point and the other end to a chisel point for use on lines, much better work can be done.

SECTION VII. FARM MAPS

In counties where farm maps are to be made, such maps will be made from tracings of each farm after farm and permanent field boundaries have been identified on the enlargement.

As soon as such farm maps are available, they should be used in place of the photograph in the field for determining performance and in determining acreages.

SECTION VIII. EQUIPMENT NEEDED IN COUNTIES USING PHOTOGRAPHY

A. IN COUNTY OFFICES

1. All available maps of the county (to assist in the location of roads and farms).
2. One planimeter for each 5 supervisors, or one rotometer for each 6 supervisors.
3. One magnifying glass for each planimeter or rotometer operator.
4. One photograph filing case.
5. One or more large tables.
6. Supply of red and blue pencils ("Winner," "Unique," or "Scripto").
7. Six-inch, flat, engineer's scales graduated to tenths and hundredths of an inch for each operator.
8. One gooseneck lamp with day-light bulb for each operator.
9. One triangle—30° by 60° (5 inch), for each planimeter operator.
10. Dividers, or map-measuring sheet, for each operator.
11. Needles, for pricking points on photograph.

B. SUPERVISOR'S SUPPLIES IN FIELD

1. A board (veneer board, masonite, or celotex) slightly larger than the photographs (on which to fasten photographs for work in field).
2. Oilcloth or other suitable cover for board.
3. Case for carrying photographs.
4. Red and blue pencils ("Winner," "Unique," or "Scripto").
5. One 6-inch, flat, engineer's scale graduated to tenths and hundredths of an inch.
6. Magnifying glass.
7. Sandpaper for sharpening pencils.
8. Large binder clips (for fastening photographs to board).
9. Tape or chain.

Issued June 20, 1938, with the approval of the Administrator of the Agricultural Adjustment Administration.

[Signed] A. W. MANCHESTER,
Director, Northeast Division,
Agricultural Adjustment Administration.